



DEPARTMENT OF THE ARMY
HEADQUARTER, 101ST AIRBORNE DIVISION (AIR ASSAULT)
2700 INDIANA AVENUE
FORT CAMPBELL, KENTUCKY 42223-5627

REPLY TO
ATTENTION OF

AFZB-CSM

26 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the Fiscal Year 2012 (FY12), 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition.

1. PURPOSE. To provide detailed guidance for selection of the Fiscal Year 2012 (FY12), 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition

2. GENERAL: The 101st Airborne Division (Air Assault) will conduct the FY12, Noncommissioned Officer and Soldier of the Quarter/Year Competitions on **06-07 December 2011**. The mission is to select the most outstanding Noncommissioned Officer and Soldier to compete in the Divisional Noncommissioned Officer and Soldier of the Year Competition. Competitors will be assessed on their depth of knowledge in the following areas:

| | | |
|--|---------------------------------------|----------------------|
| Military Leadership and Counseling | Oral Expression and Military Courtesy | Current Events |
| Warrior Tasks | Military Bearing | Reporting Procedures |
| Drill and Ceremony | Army History | Military Justice |
| Land Navigation | First Aid | Chain of Command |
| Urban Warfare | Weapons | Educational Programs |
| Code of Conduct | CBRN | Sponsorship |
| Army Physical Fitness Test | Uniforms and Awards | Supply Economy |
| NCOER/NCODP | PMCS | Survival |
| Soldier Support Activities/Army Programs | NCO Creed and History | Risk MGT/Safety |
| Interacting with Media | Tactical Communications | EO/POSH |
| Sexual Harassment/Assault | US Government | Field Sanitation |
| Comprehensive Soldier Fitness | Individual Essay | Soldiers Creed |

3. ELIGIBILITY:

- Brigade Combat Teams and separate Units will provide an NCO and Soldier to represent their Unit at the 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Board as per the Division Command Sergeant Major.
- The NCO category includes Corporal through Sergeant First Class with less than 18 years of active duty.
- The Soldier category includes Private through Specialist.

d. Additional Competitor Requirements:

- (1) Competitors must meet height and weight standards outlined in AR 600-9, dated 1 September 2006. Competitors on a temporary profile are not eligible to compete. If a Competitor has a profile, it must be either a P-2 or P-3 profile in order to compete.
- (2) Competitors must not have received UCMJ punishment or have been under suspension of favorable action within the last 36 months.
- (3) Competitors must have passed the Army Physical Fitness Test within the last 6 months of the Divisional NCO/Soldier of the Quarter Board date.
- (4) Competitors must be **Air Assault, Combatives Level One** and **Combat Lifesaver or Eagle First Responder** qualified for the competition.
- (5) Competitors must have their first line supervisor or sponsor present at the board appearance.
- (6) Competitors must have at least one year retention in the 101st Airborne Division (Air Assault) and be available to represent the Division at different functions.

4. COMPETITOR NOMINATION PACKET (Encl 2): Units will forward candidate packets to the Office of the Division Command Sergeant Major, 2700 Indiana Avenue, Fort Campbell, Kentucky 42223-5627 and **NLT 1700 on 28 November 2011**. Each packet will include the following:

- a. Cover. Nomination Memorandum, containing a summary of significant military achievements during the past 12 months (see Encl, Nomination Memorandum Example)
- b. Tab 1. One (1) copy of updated ERB.
- c. Tab 2. A one-page Bio (See Encl)
- d. Tab 3. Personal Data Sheet (See Encl)
- e. Tab 4. One (1) copy of the APFT scorecard with the most recent test scores posted.
- f. Tab 6. One (1) typed and signed copy of DD Form 2266, Hometown News Release
- g. Tab 7. NCOs will provide their last NCOER. If the NCOER does not cover a twelve months period, additional NCOERs will be provided to complete 12 months rated time. Corporals do not require an NCOER.

AFZB-CSM

SUBJECT: Memorandum of Instruction (MOI) for the Fiscal Year 2012 (FY12), 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition.

5. CONCEPT: There are five phases to the competition.

- a. **Phase I:** Unit submission of competitor nomination packet (See Encl 2),
NLT 281700NOV11
- b. **Phase II:** Accountability formation, weigh-in, essay turn in, and in-processing, **0530-0600 06 December 2011** location, Division Headquarters
- c. **Phase III:** Alternate Physical Fitness Test: **0600-0730 06 December 2011**, location, Division Headquarters
- d. **Phase IV:** M4 zero and qualification: **1000-1300 06 December 2011**, location, Range 7-9
Warrior Task: **1300-1430 06 December 2011**, location, at Range 7-9, Land Navigation: **1730-2000 06 December 2011**, location, Air Assault School
- e. **Phase V:** Written Exam: **0700-0800 07 December 2011**, location, Division Headquarters, G3 Conference Room
Formal Board appearance: **0900-UTC 07 December 2011**, location Division Headquarters G3 Conference Room.

6. COMPETITION ELIMINATION:

- a. Elimination from competition occurs when:
 - (1) the Competitor does not meet height and weight standards IAW AR 600-9
 - (2) Fails the APFT test.
 - (3) Fails to qualify with individual weapon.
 - (4) Competitor is late for any formation or compulsory events.
- b. Division CSM will determine if Soldier is eliminated or has points deducted.

7. VISITORS/SPONSORS:

- a. Each unit will designate a sponsor to assist their competitors during the competition. Sponsors should be their first line supervisor and available for the competitor at all times.
- b. Visitors and sponsors are NOT allowed to converse with the competitors during the active competition.

8. RESPONSIBILITIES:

- a. Division Command Sergeant Major :
 - (1) Serve as President of the Competition.

AFZB-CSM

SUBJECT: Memorandum of Instruction (MOI) for the Fiscal Year 2012 (FY12), 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition.

- (2) Convene a board consisting of Command Sergeants Major to evaluate the 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Board Competitors.

b. Office of the Division Command Sergeant Major:

- (1) Receive Competitors and ensure all measures of the competition are conducted in the manner and with the distinction of the DCSM request.

- (2) Coordinate room for the board appearance.

c. Brigade Command Sergeants Major:

- (1) Establish subordinate unit selection process and be complete **NLT 20 NOV 11**.

- (2) Forward Competitor Nomination Packets to the Office of the Division Command Sergeant Major, 2700 Indiana Avenue, Fort Campbell, Kentucky 42223-5627, **NLT 28 1700 NOV 11** . POC: E-Mail Address: Muirheid, Grover J SSG MIL USA FORSCOM Office: (270) 798-9607.

- (3) Serve as a member of the 101st Airborne Division NCO and Soldier of the Quarter Board. Uniform for board members is ACU's.

- (4) Areas member is responsible for

COMMON AREAS SCORED BY ALL

- a. Reporting
- b. Uniform and Appearance
- c. Oral Expression and Military Courtesy
- d. Military Bearing
- e. Essay
- f. NCO Creed and History (NCOs only)
- g. Soldier's Creed

CSM Schroeder

President of the Board

CSM 2BCT

Group 1

- a. Current Events
- b. U.S. Army History
- c. Chain of Command
- d. EO/POSH
- e. Weapons

AFZB-CSM

SUBJECT: Memorandum of Instruction (MOI) for the Fiscal Year 2012 (FY12), 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition.

CSM 1BCT

Group 2

- a. Land Navigation
- b. Drill and Ceremony
- c. Tactical Communications
- d. Comprehensive Soldier Fitness
- e. PMCS
- f. Leadership and Counseling

CSM 4 BCT

Group 3

- a. US Government
- b. Soldier Support Activities
- c. Field Sanitation
- d. Sponsorship
- e. First Aid
- f. Army Programs

CSM HHB

Group 4

- a. NBC
- b. NCOER (NCOs Only)
- c. Uniform and Awards
- d. Supply Economy
- e. Risk Management/ Safety
- f. Survival

- d. G3: Work with the Office of the Division Command Sergeant Major in the overall coordination and execution of the competition.
 - a. The Division Surgeon Cell will execute the weigh in of the participants at the Division Headquarters
 - b. HHB CSM is responsible for conducting the APFT at Division Headquarters.
 - c. G3 will plan, resource, and execute the M4 zero/qualification range and the Warrior Tasks hands on. Coordinate for ammunition and schedule weapons range for zero and qualification
 - d. G3 Fires is responsible for conducting the Land Navigation testing; starting at the Air Assault School with the lanes going through Cav Country
 - e. PAO will provide coverage for the entire competition
 - f. G6 will develop and administer the written test prior to the formal board appearance
 - g. G1 will ensure that all Soldiers' participating at the board are not on assignment and have at least one year retention in the 101st
 - h. PMO will conduct all background checks/COPs on all Soldiers prior to the board
- e. Division G1 will provide the military award upon receipt of DA Form 638 (ARCOM).

9. COORDINATING INSTRUCTIONS:

AFZB-CSM

SUBJECT: Memorandum of Instruction (MOI) for the Fiscal Year 2012 (FY12), 101st Airborne Division (Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition.

- a. Competitors must bring individual body armor with plates; be familiar with navigating using a global positioning system (GPS); and assembly/disassembly of a M2, M9, M4, M249, M240B, and the M19 weapon systems.
- b. Soldiers will be tested in the skill level 1 areas. NCOs will be tested in skill level 2-3 areas.
- c. Competitors unit will provide them with their assigned M4/M16. Weapons optics are authorized
- d. The Division Command Sergeant Major will conduct two IPRs on the following dates:
 - a. 1100 30NOV11 at the G3 conference room.
 - b. 1000 05DEC11 at Division Headquarters.
- e. Address inquiries, questions, and emergencies to the Office of the Division Command Sergeant Major, ATTN: SSG Muirheid, Grover J. E-Mail Address: SSG Muirheid, Grover J. MIL USA FORSCOM Office: (270) 798-9607.

SCOTT S. SCHROEDER
Command Sergeant Major, USA
Division CSM

4 Enclosures

- 1. Competitor Nomination Packet
- 2. Uniform/Equipment Requirements
- 3. Point System

DISTRIBUTION:

CSM, 101ST ABN (ASSLT) Division CSM, (PRESIDENT OF THE BOARD)

CSM, 1st BCT

CSM, 2nd BCT

CSM, 3rd BCT

CSM, 4th BCT

CSM, 101st CAB

CSM, 159th CAB

AFZB-CSM

SUBJECT: Memorandum of Instruction (MOI) for the Fiscal Year 2012 (FY12), 101st Airborne Division
(Air Assault) Noncommissioned Officer and Soldier of the Quarter Competition.

CSM, 101st SUST

CSM, 101st DSTB

G3

TSAAS

SGS